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DDA Registry  
File Q & M 8

13 January 1977

MEMORANDUM FOR: Administrative/Support Officer  
O/DDA

FROM :   
Assistant for Information, DDA

SUBJECT : Top Secret National Security  
Classification Authority

1. In order to simplify the procedures for requesting and identifying officers with Top Secret classification authority, the DDA is reviewing current listings of those officers Agencywide. Attached are two listings for your office: a list of positions authorized Top Secret authority and a list of personnel authorized Top Secret authority regardless of the level carried by the position. We regret the lists could not be consolidated, but the social security number has been provided for cross-reference purposes. Please check these two listings to be sure they contain only those officers who actually require Top Secret classification authority, bearing in mind the admonition of Executive Order 11652 to keep the numbers to the minimum necessary for efficient administration. If you wish to increase your Top Secret positions, indicate the position and its incumbent on one of the attached forms and submit the routine personnel action forms through the appropriate channels.

2. Once this review is completed, the updated lists will be submitted to the DDCI for his delegation or reaffirmation of Top Secret authority to all positions and incumbents listed. In the future, persons rotating into one of the designated positions will be granted Top Secret authority based on their assignment to that position; authority will be removed automatically upon reassignment to a position which does not require it. Beyond the routine personnel action form, no separate memorandum to the DDCI will be required.

3. Development complement positions will be handled on an individual basis after this initial authorization. Since the persons assigned to development complements will require the individual approval of the DDCI because they are not in established positions, please review your requirement for

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Top Secret classification authority for these persons. If they do not truly require such authority to perform their duties, or if a lower level authority (Secret or Confidential) would suffice, please delete their names from this listing. After approval by the DDCI, a Headquarters Notice will be issued outlining these new procedures in greater detail.

4. Please return your annotated listing to  2E-42, Hqs., by 18 February. If there are questions concerning this matter, she can be contacted on extension

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Attachments: a/s

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Next 1 Page(s) In Document Exempt

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